

## **ACCOMPANYING NOTES – APPOINTMENT OF AN INDEPENDENT CUSTODY VISITOR IN NORFOLK**

### **COMPLETING THE APPLICATION FORM**

1. The form can be completed on-line or manually. If it is the latter, please use black ink and block capitals for ease of reference.
2. Answer all questions. If a question does not apply please say so. Do not leave the answer space blank or put a line in it.
3. If there is not enough room for your answer please use a separate sheet of paper and number your answer.
4. If you require the application pack in an alternative format or have any queries, please contact the Independent Custody Visiting Scheme Administrator (tel: 01953 423851 or email: [OPCCN@norfolk.pnn.police.uk](mailto:OPCCN@norfolk.pnn.police.uk) )

### **Once you have completed the application form:**

Return the application form and the Ethnic Monitoring form to the Independent Custody Visiting Scheme Administrator at Jubilee House, Falconers Chase, Wymondham, Norfolk, NR18 0WW.

### **THE APPLICATION PROCESS**

1. Completed application forms are returned to the Office of the Police & Crime Commissioner.
2. Candidates are shortlisted in line with the personal specification and role profile and successful individuals are invited to interview.
3. Prior to attendance at interview, candidates will be required to complete a security clearance form and submit this at their interview. Individuals will also be required to provide verification of their identity albeit further details will be provided to candidates at this stage.
4. Once appropriate clearance is received, candidates will attend a training and information session and will be initially appointed for a probationary period of 6 months, at which time a review will be undertaken.
5. Having successfully completed a 6-month probationary period, a permanent appointment will be made until such time that the overall Scheme is subject to a full review (this is undertaken once every 3 years).

## **APPOINTMENT ARRANGEMENTS**

1. Individuals invited for interview will be given appropriate notice of this.
2. Under exceptional circumstances (such as a global pandemic) then the interview and training processes may be carried out by way of video conferencing.
3. The Office of the Police & Crime Commissioner is committed to recruiting all Independent Custody Visitors on the basis of the individual's ability and the requirements of the role, as outlined in the designated Role Profile and Person Specification. It is committed to ensuring that the recruitment is fair, and that irrelevant factors such as gender, marital status, race, religion, sexual orientation, age, ethnic origin or disability are not taken into consideration during the appointment process. Reasonable adjustments are made to accommodate those with disabilities and those for whom English is not their first language, where they are considered suitable candidates.